

**FOOD SERVICE
WORKER
NA-7408-02**

**RECREATION CENTER
MORALE, WELFARE
& RECREATION**

INTRODUCTION

This position is located in the MWR Division of the Quality of life Department at Naval Air Station, Lemoore, California. The purpose of this position is to perform a variety of manual tasks such as preparing foods for Happy Hour bar operations, providing set up and serving support in contracted, catered events, clean up of assigned areas, and cashiering as needed for special events, summer months resale in support of activity pools, for collection of gate fees from vehicle passes, or for door fee collection.

MAJOR DUTIES AND RESPONSIBILITIES

Provides food service support for Happy Hours by cutting vegetables, meats, and cheeses, etc. for hors d'oeuvres. Heats pre-made dishes such as chicken wings or skewered pork strips and prepares for serving. Prepares chips, dips and other prepackaged food items for serving.

Prepares for catered or special events by setting up tables, linens and table settings. May on occasion, be called upon to serve food and beverages at sit-down catered events.

Cleans equipment in the kitchen and dining areas. Washes dishes, pots, pans, coffee urns, glasses and flatware. Operates a mechanical dishwasher. Clears and cleans dining tables. Sweeps, mops, waxes and vacuums floors. Disposes of food wastes and trash.

May move heavy garbage cans and assist in unloading and storing heavy supplies.

Serves as a cashier mainly in a small resale operation in support of the operation of the swimming pools in the summer months. May be called upon to collect door fees as needed, or to collect gate fees for vehicle passes. Maintains a change fund. Prepares Daily Activity Reports to report revenues collected, drops money bags in the Central Cashier's drop for the QOL Department.

May serve on an inventory team for conducting monthly physical inventories of consumable goods. May pick up supplies in support of club functions such as food items for Happy Hours or in support of bar functions such as restocking lemons, crackers, etc.

CONTROLS OVER THE POSITION

Incumbent is responsible for independently completing work as scheduled after initial oral or written instructions when changes or new assignments are made. Supervisor periodically checks to see that work is done on time and according to instructions.

QUALIFICATIONS

Must be skilled in doing tasks with several steps and must use judgement in doing tasks with several steps. Must use judgement in sequencing tasks. Ability to concentrate on uniform individual portions and to avoid distraction when several people ask for different items at the same time. Must have knowledge of sanitation standards in handling and serving food.

WORKING CONDITIONS

Light to mode-rate physical effort in lifting up to 45 pounds or pushing carts. Constantly standing or walking.

Working area is subject to noise and uncomfortable heat. May be exposed to extreme temperatures in hot kitchen and walk-in refrigerators. Exposure to minor cuts, bruises, and burns. Danger of slipping on floors.